

The  
**Burgate**

School & Sixth Form

**Recruitment Pack**

**Teacher of English**

Registered in England and Wales Register Company Number: 07596997

# Key Information

**Role: Teacher of English**

**Required for: September 2024**

**Full-Time/Permanent**

**Deadline for applications: 09:00 Monday 29 April 2024**

You are strongly encouraged to contact us in advance to learn more about English at The Burgate and the specifics of this post. If you would like to have an informal chat, or a visit, please contact our Deputy Headteacher, Ben Clemson.

**Salary: Main Pay Scale**

**with the possibility of a recruitment and retention incentive of  
£2,000 for the right candidate**

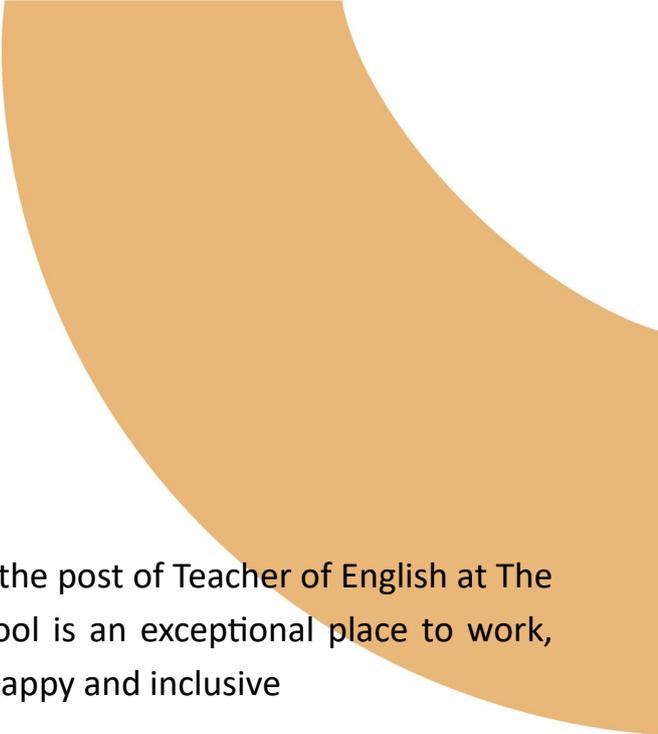
**(£1,000 to be paid on joining and a further £1,000 to be paid at  
the start of the second year)**

**Contract: Permanent/Full-Time**

Headteacher: David Pover

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,  
Hampshire, SP6 1EZ

Tel: 01425 652039 Fax: 01425 656625



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Teacher of English at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. Please take your time to explore our school's website and this recruitment pack which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover  
Headteacher

## **The Role**

We are looking for a well-qualified, inspiring and forward-thinking teacher of English to deliver outstanding lessons across the ability range. This would be an ideal post for an established teacher, early careers teacher or a recently qualified teacher. As a department we are dedicated to the development of inspirational lessons and are always searching for new and innovative ways to motivate students to achieve their full potential. We would welcome a candidate who is keen to share new ideas, approaches and resources and has the drive and determination to further the progress of all students.

This is an excellent opportunity to join a dedicated and highly successful department in a thriving school which was rated 'good' by Ofsted in May 2019 with the Sixth Form graded as 'outstanding'. As a school we are committed to comprehensive education and 'Learning for Life' is at the heart of all we do.

## **Our Curriculum**

As a core subject, English is delivered to all students with eight teaching hours a fortnight. Over the past few years GCSE results in both Language and Literature have always been above the national average and in 2023 85% of our students achieved a grade 4 or above in English.

There is a high uptake of English in the sixth form and we currently offer two different A-level courses – English Language (AQA) and English Literature (Pearson EdExcel). We constantly achieve a 100% pass rate at A-level with a very high proportion of our students achieving or exceeding their target grades every year. Experience of teaching up to A-level would therefore be an advantage. A Level results in 2023 were good with 80% gaining A\*-C in English Literature (AQA) and 90% A\*-C in English Language.

Some members of the English Department also teach in other subject areas such as Drama, Media and Core Skills therefore the ability to offer a second subject would be desirable, though not essential.

## **Our Facilities**

There are currently nine teachers in the English department and lessons are taught in six adjacent specialist rooms, all of which have interactive whiteboards. Additionally, the department has two specialist classrooms in the sixth form. There are several IT equipped rooms in the Main School and in the Sixth Form which can be booked for class teaching. The school's main systems are SIMS, MintClass, Office 365, all of which are integrated. All teaching staff are given their own laptop to support their role.

## **Early Career Teacher Support**

We have a proud tradition of providing superb support and career progression for teachers at the beginning of their career.

We are part of the HISP ECT programme who use the Educational Development Trust programme to provide both face to face and on-line training to support teachers through the Early Career Framework (ECF).

In school you will be given a mentor with whom you will have timetabled weekly meetings, as well as additional time for planning and working through the ECF. Furthermore, you will be allocated a tutor who will oversee your progress and support you through the process. Additionally, you will be part of our induction programme that runs for all new staff members to orientate them through the first half term.

# How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk)

## **Application Form**

To apply for the role, please either complete an application via the TES website, an application via the Government's Teaching Vacancies website, or our Teaching Staff application form which can be downloaded from the vacancies page on the school's website. If you apply using the school's Teaching Staff application form, completed forms should be emailed to Miss Sarah Hewett, HR Manager/Headteacher's PA, at: [shewett@burgate.hants.sch.uk](mailto:shewett@burgate.hants.sch.uk). All applications should be received by the published deadline. For safer recruitment reasons, only applications submitted on a TES, Government Teaching Vacancies, or school application form will be considered. CVs will not be accepted.

## **Don't wait until the deadline nears to submit your application**

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

## **Shortlisting**

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

## **Interviews**

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, each interviewee will be required to teach a lesson. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview. Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented. If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.



### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

### **Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Online Searches**

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

## **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2023 continued to be very strong with 79% of students achieving both English and Mathematics at Grade 4+ and 56% achieving Grade 5+. Our most recent published Progress 8 value added score was in line with the national average and once again places The Burgate as one of the very best performing schools in Hampshire and nationally. Our A level results are consistently very good with 72% of our grades between A\*- C

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The school was inspected by Ofsted in May 2019 in which we were awarded 'Good' overall with three of our inspection judgements being 'Outstanding'. The inspectors praised the high expectations of everyone at the school and remarked how the school's trustees and staff work closely together to create a team spirit that provides a consistent and positive learning environment, where teaching is inspirational and student behaviour is superb.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

# Job Description

## Subject Teacher and Tutor

**Impact Statement:** To ensure effective teaching and learning takes place to improve educational outcomes for all students so that each achieves their full potential. To ensure all students are safe and supported with their wellbeing, through using the pastoral systems.

Level of responsibility: N/A

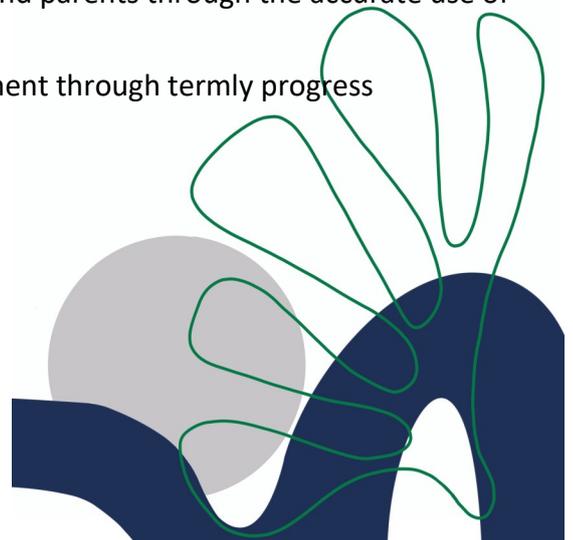
Line Manager: Head of Department/Head of Year

### CORE RESPONSIBILITIES:

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure, and valued

### KEY RESPONSIBILITIES:

- Follow the safeguarding guidance of the school
- Maintain high standards of teaching and learning as set out in the Burgate Lesson Blueprint
- Ensure lessons, including PSHE, are well planned to facilitate learning
- Maintain high standards of behaviour for learning following the Burgate Behaviour Blueprint
- Monitor and track the progress of all students, identifying underachievers and implementing measures to support them, in particular, disadvantaged students, Looked After Children, and students with High Needs
- Role model positive behaviours and build positive relationships with students, parents and colleagues
- Uphold the Burgate Expectations with flexible consistency
- Ensure clear communication with colleagues, students, and parents through the accurate use of school systems
- Inform parents about their child's learning and development through termly progress reviews and parents evenings



## Role: Person Specification for Teacher of English

<b>Qualifications &amp; Experience</b>	Essential	Desirable
Qualified teacher status	X	
A degree or equivalent (ideally in English studies)	X	
A commitment to and evidence of professional development	X	
Experience of improving the outcomes of groups of students		X
Experience of teaching all year groups (Year 7 -11)	X	
Experience of teaching A Level English Language and/or English Literature		X
Experience of extra-curricular trips and visits		X
<b>Skills and Competencies</b>	Essential	Desirable
Demonstrate and model excellence in the classroom	X	
A record of being able to work collaboratively as part of an effective team	X	
Ability to plan strategically	X	
Ability to liaise effectively with a range of stakeholders	X	
Ability to demonstrate a high standard of organisational skills	X	
Ability to analyse and present data and information coherently	X	
Ability to track progress to develop student potential	X	
<b>Additional Factors</b>	Essential	Desirable
Personal impact, presence and integrity	X	
Have a good record of punctuality and attendance	X	
Enthusiasm and passion for English	X	
Excellent interpersonal skills, a high level of emotional intelligence and emotional resilience in addition to a sense of humour.	X	
Show keen interest and ability to keep abreast of new initiatives	X	
A positive and optimistic outlook	X	
Model and present a positive image of the school	X	
Demonstrate a deep commitment to school's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the school	X	
Show fairness and consistency	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	